

PLANNING COMMISSION

ACTION MINUTES

TUESDAY, JUNE 17, 2003

Chair Mathewson called the meeting to order at 7:00 p.m. at the Twin Pines Senior and Community Center.

1. ROLL CALL:

Present, Commissioners: Mathewson, Gibson, Parsons, Frautschi, Long, Dickenson,
Absent, Commissioners: Torre

Present, Staff Community Development Director Ewing (CDD), Principal Planner de Melo (PP), Recording Secretary Flores (RS) Attorney Jean Savaree.

2. **AGENDA AMENDMENTS: Item 5C, 905 South Road was continued to the 7/1/03 Planning Commission Meeting.**
3. **COMMUNITY FORUM (Public Comments): None**
4. **CONSENT CALENDAR : None**

4A. Revised Resolution and Conditions of Approval – 877 Ralston Avenue – Belmont Atrium Commercial Development.

PP de Melo stated that he had added a Condition. The New Condition, IA-23 was read for the record.

Final eave and cornice design/treatment for the building shall comply with Design Guidelines per Section 4.6.2.G.2 of the Architectural Theme and Treatment Policy of the Downtown Specific Plan.

Chair Mathewson clarified his previous (June 4, 2003) vote on this project. He stated for the record, that he voted against the Design Review, specifically because he did not feel that it met enough of the Down Town Specific Plan guidelines. He stated that he did not vote against the project because of the parking issues.

C Long thanked staff and felt PP de Melo did a great job of incorporating the Commissions comments into the resolution.

MOTION: By C Parsons, second by C Long, to adopt the Resolution approving a Conditional Use Permit, Design Review, Grading Plan and Tree Removal Permit at 877 Ralston Avenue, with conditions as stated.

Ayes: Parsons, Long, Dickenson, Gibson

Noes: Frautschi, Mathewson

Absent: Torre

Motion passed 4/2/1

Chair Mathewson announced that this item can be appealed within 10 days.

4B. Minutes of 5/20/03

MOTION: By C Frautschi, second by C Dickenson, to approve the Minutes of May 20, 2003.

Motion passed 6/0

Absent: C Torre

5A. PUBLIC HEARING

5A. PUBLIC HEARING – 524 Chesterton Avenue

To consider a Single Family Design Review to remodel and build a new second story addition to the existing 1,412 square foot residence for a total of 2,567 square feet that is below the zoning district permitted 2,665 square feet for this site. (Appl. No. 2003-0022)

APN: 040-282-130; Zoned: R-1C (Single Family Residential)

CEQA Status: Categorical Exemption per Section 15301, Class 1(e)(2)(a & b)

Bob Flury (Applicant)

Kenneth Taylor (Owner)

PP de Melo summarized the Staff Report and was available for questions.

Chair Mathewson questioned why there were no comments in the Conditions from South County Fire.

PP de Melo replied that they did not have any comments to add to the project at this time, however they will add Conditions to the Building Permit. PP de Melo confirmed that South County Fire provides the applicant with a standard "Conditions" check list for the project.

C Gibson asked if staff had any good versus bad examples of second story additions, and if they were available for applicants to look at? PP de Melo replied that they do not have examples within the Permit Center. However, there are files along with plans and color materials should they be requested. Chair Mathewson stated that it would be good to bring this topic up when they discuss Design Review.

Bob Flury, project designer, felt staff had done a fine job presenting the project and was available for questions.

MOTION: By C Frautschi, second by C Parsons to close the Public Hearing.

Motion Passed 6/0.

MOTION: By VC Gibson, second by C Dickenson, to adopt the Resolution approving a Single Family Design Review at 524 Chesterton Avenue, with conditions as stated.

Ayes: Gibson, Dickenson, Long, Frautschi, Parsons, Mathewson

Noes: None

Absent: Torre

Motion passed 6/0/1

Chair Mathewson announced that this item can be appealed within 10 days.

5B. PUBLIC HEARING – 513 Roxbury Way

To consider a Single Family Design Review to remodel and build a new addition to the existing 1,383 square foot residence for a total of 1,877 square feet that is below the zoning district permitted 2,782 square feet for this site. (Appl. No. 2003-0027)

APN: 040-274-050; Zoned: R-1C (Single Family Residential)

CEQA Status: Categorical Exemption per Section 15301, Class 1(e)(1)

Poulsen Construction (Applicant)

Sean and Kimberly White (Owners)

PP de Melo summarized the Staff Report and was available for questions. The applicant was also available for questions.

No questions were asked of Staff or the Applicant.

MOTION: By C Parsons, second by C Dickenson to close the Public Hearing.

Motion Passed 6/0.

No discussion by the Commission.

MOTION: By C Frautschi, second by C Dickenson, to adopt the Resolution approving a Single Family Design Review at 513 Roxbury Way, with Conditions as stated.

Ayes: Frautschi, Dickenson, Long, Parsons, Gibson, Mathewson

Noes: None

Absent: Torre

Motion passed 6/0/1

Chair Mathewson announced that this item can be appealed within 10 days.

6. OLD BUSINESS

6A. 1070 Sixth Avenue – Review of Final Fencing/Signage/Landscape Plan

Belmont Police Facility/City Hall Remodel Project

PP de Melo summarized the Memorandum and was available for questions.

Applicant Dan Rich, Assistant City Manager, passed around a sample of the hardscape for the Commission's review. He was available for questions.

Applicant Dan Rich, responded to C Long's question that the primary purpose for the fence was to provide security for the police vehicles.

C Parsons commented that as his experience as a police volunteer, it is difficult for the police to maneuver police vehicles in and out of the parking lot when concerts and other activities are taking place at the park.

Applicant Dan Rich, also mentioned the issue of the expanded sally port concept, that should a prisoner break free, they would be in a confined area.

C Long asked what provisions had been made for the expansion of parking and storage should the police department grow within the next decade.

Dan, replied that there is nothing planned, beyond this plan. However, the non essential vehicles, and the trailer could be moved outside the perimeter or to the corporation yard to make additional space.

C Frautschi, commented that he was prepared to vote for this item. He stated that with the police parking lot in place as planned, it does isolate access to the park from that side of the building. He asked if it would be possible to have a walk way or to create access for people to still enter the park from that side.

Dan Rich, responded that people can still access the park through O'Neill. However, he stated to create space through the current drive way would be very difficult as they are right on the property line.

C Long questioned if this was in violation of the Downtown Plan as the Commission is to preserve walking pathways between key parts of downtown.

PP de Melo replied, that there are currently four entrances – with only one being eliminated.

Howard Mason, 5 Debbie Lane, was concerned in keeping and preserving the "Village" character in Belmont. He felt it was not an enhancement to the area.

MOTION: By C Long, second by C Dickenson to close the Public Hearing.

Motion Passed 6/0.

Discussion:

C Long stated that he spoke with local police chiefs and officers on the Peninsula to get their input and ideas for the new police parking lot. He made several recommendations to the Commission.

C Dickenson, requested adequate fencing for the generator.

C Parsons commented that he could support one of C Long's ideas to push the fence back, the width of one parking space, to give adequate space for the police car to be off the street, while waiting for the gate to open.

C Gibson thanked C Long for his efforts and stated that he liked the plan the way was.

C Frautschi, no comment.

C Mathewson thanked C Long for the research, and concurred with C Parsons comment.

C Parsons stated that he confirmed with Dan Rich, that the placement for the Flag Pole would be determined after construction was completed.

Dan Rich stated that the majority of the sliding gate on Sixth Avenue was metal. He commented that the fence will be "see through" for the entire length of the driveway. The wood is only behind the landscape area on the South side where the stand pipe would be, and a slight bit on the North side as well.

MOTION: By C Parsons, second by C Dickenson, to adopt the Resolution approving a Review of the Final Fencing/Signage. Landscape Plan for the Belmont Police Facility/City Hall Remodel Project at 1070 Sixth Avenue.

Ayes: Parsons, Dickenson, Frautschi, Gibson, Mathewson

Noes: Long

Absent: Torre

Motion passed 5/1/1

7. REPORTS, STUDIES, UPDATES, AND COMMENTS

CDD Ewing advised the Commission that the Council has approved staff to move forward with the Emmett House relocation and remodel. He stated that the Commission would see a site plan in the Fall, as part of a PD amendment.

He also mentioned that the City is continuing to implement "Performance Budgeting" and will be asking the Commission to evaluate staff on an annual basis.

CDD Ewing stated that he would like to meet with Chair Mathewson and the two new Commissioners regarding Single Family Design Review prior to meeting with the entire group. He went on to say that he would be in contact with them within the next couple of weeks.

PP de Melo replied to C Gibson's inquiry, that the total cost for Design Review fees were approximately \$2,234.00. Engineering fees were \$672.00.

In response to Chair Mathewson's request, CDD Ewing stated staff/Council would look at modifying the neighborhood out reach policy, to require a 300 foot notification for the out reach program.

C Dickenson requested two items for future Study Sessions.

1. Parking districts for down town area.
2. Mixed use residential – in the heart of down town.

CDD Ewing stated that City Council has requested that staff look into a schedule of planned joint meetings with the various commissions. He felt the discussion of the general plan, and downtown mixed use would certainly be on the list for discussion. CDD Ewing went on to say, that he believed downtown will be the main focus of the general plan and he expected a joint meeting would be scheduled in the Fall.

C Frautschi stated that he will not be attending the August 5th Meeting.

8. PLANNING COMMISSION LIAISON TO CITY COUNCIL MEETING OF TUESDAY,

June 10, 2003.

Liaison: Commissioner Torre

Alternate Liaison: Commissioner Mathewson

9. ADJOURNMENT: 8:15 PM.

The meeting adjourned at 8:15 p.m. to a regular meeting on July 1, 2003 at 7:00 p.m. at Twin Pines Senior and Community Center.

Craig A. Ewing, AICP

Planning Commission Secretary

Audiotapes of Planning Commission Meetings are available for review in the Community Development Department

Please call (650) 595-7416 to schedule an appointment.